



**DRAFT  
Select Board  
CDBG Subcommittee**

Date: October 14, 2020

Time: 8:30 a.m. to 9:35 a.m.

Location: Virtual Meeting Held Via Zoom

**Minutes**

Present: Adam Chapdelaine, Select Board Member John Hurd, Sarah Lee, Select Board Member Diane Mahon, Jenny Raitt, Mallory Sullivan, Erin Zwirko.

Jenny Raitt opened the meeting by initiating introductions and acknowledging Erin Zwirko's administration of the CDBG program over the past months.

Select Board Member Mahon recognized the important role the three citizen representatives on the committee.

1. Review of Meeting Minutes: No comments were made on the meeting minutes from 4/15/20 and Select Board Member Mahon made a motion to approve. Adam Chapdelaine seconded. Minutes approved.
2. Review subrecipient performance for CDBG-CV1 (April CARES Act allocation): Erin Zwirko provided updates on subrecipient performance for the first round of CV funds. \$400,000 was allocated to tenant assistance, \$250,000 to microenterprises, and \$59,903 to public services.

In the first round of tenant assistance, grants of up to \$2,000 were allocated to 38 households for up to 3 months, totaling \$138,000. Round two closed at the end of September with 39 new applicants and 33 returning applicants, all of whom will be income verified before funding is released. Erin noted that the CPA Committee provided granted \$300,000 toward tenant assistance, which is anticipated for use in a third and possible fourth round of tenant assistance in early 2021. Erin noted that the Governor's eviction moratorium will end on October 17th.

Erin then shared that microenterprise grants of \$10,000 were awarded to 22 microenterprises with low-to-moderate income owners and up to five employees in early August. To date, \$85,000 has been reimbursed to businesses.

Erin noted that the remainder of funding was dedicated toward public services responding to the coronavirus pandemic. Grants were awarded to Arlington EATS, Food Link, Arlington Boys and Girls Club, and the Council on Aging.

Select Board Member Mahon asked if any funding is being carried over from CDBG CV-1. Erin clarified that all funding has been allocated and no remaining funds will carry into the next round of funding.

3. Proposed plan for CDBG-CV3 Part A (September CARES Act allocation) and Substantial Amendment: Mallory provided an overview of the initial proposal for CDBG-CV3 funding of \$320,485. Meetings with the School Department, Department of Health and Human Services, and within the Department of Planning and Community Development led to the identification of three distinct needs and proposed allocations. A small business program would target a wider array of businesses than the microenterprise program and aim to address job retention, job creation, and technical assistance. \$200,000 is proposed for this program. The remainder of funding would be dedicated to public services. A grant of \$60,200 is proposed for an HHS-run Covid-19 testing site at Menotomy Manor. Its location ensures that it would reach the appropriate clientele per HUD requirements. The remaining \$60,200 is proposed for a grant to the School Department to provide supplemental tutoring services. Jenny clarified that the proposal is an initial exploration of potential funding activities and invited ideas and questions.

Ms. Lee requested clarification regarding tenant assistance being absent from the memo. Erin clarified that the additional CPA funding will support current tenant assistance needs, though DPCD is willing to revisit the need in the future.

Adam asked about the approval process to move forward. Jenny and Erin stated that a final recommendation from the CDBG Subcommittee is needed, which will then be presented to the Select Board for review and endorsement, followed by a five-day comment period on the Substantial Amendment to the Annual Action Plan, and the finalized 2019-2020 Substantial Amendment will be submitted to HUD for an expedited review.

Adam asked what other ideas DPCD would pursue if additional funding was available from HUD. Erin emphasized that the business program redesign is DPCD's priority, and it would benefit from even further funding, to provide larger grants and reach more businesses. Jenny added that the first round of CDBG-CV largely missed the restaurant industry. Jenny also expressed interest in vaccine planning, but that is not an immediate need.

Ms. Lee asked if fewer, larger grants could be provided to small businesses, and whether \$10,000 grants will be enough to help businesses sustain operations. The subcommittee agreed that grants of \$10,000 likely would not sustain a business through the winter. DPCD staff will take into account the subcommittee's preference

for flexibility in determining an upper limit to grants. Ali Carter will participate in the next meeting to provide more insights into the economic development needs.

Adam inquired about the timeline for expensing CDBG-CV funding. Jenny stated that the process includes submitting and gaining approval on the substantial amendment, even after the Select Board endorsement and public comment period. After the substantial amendment is approved by HUD, funds need to be programmed in HUD software then with the Town in MUNIS.

Jenny inquired whether the Select Board would consider the proposal memo in its current stage. Select Board Member Mahon stated that she would advise for the Select Board's approval of the memo as it is, subject to any future recommendations and amendments. Adam stated that due to timing constraints with HUD, the only way to dispense funds more quickly is to move the process forward on the Town's end.

Select Board Member Mahon mentioned that school staff testing could be considered for funding.

Ms. Lee requested clarification that the testing site would only be eligible for tenants of Menotomy Manor. Mallory confirmed that the program was presented to DPCD as only serving Menotomy Manor residents.

Select Board Member Mahon made a motion to approve the memo subject to any additions contributed by the subcommittee members by October 15th. Adam seconded. Ms. Lee asked if it would be subject to changes to the amounts listed, which was agreed upon. All members of the subcommittee voted yes.

Jenny stated that DPCD will draft amendments, accept further subcommittee comments or edits, will post by tomorrow morning for subcommittee meeting on Monday evening. Adam will share with Select Board at its meeting on Monday, October 19th.

No further business. Meeting adjourned at 9:35 a.m.